

CEMRD-PM-C
Regulation
No. 25-2-1

16 OCTOBER 1996

Management Information Control

RCS: CONG-1006

ANNUAL REPORT OF THE CHIEF OF ENGINEERS ON CIVIL WORKS ACTIVITIES

1. Purpose. This regulation prescribes policies and procedures for assembling and submitting data for the Annual Report of the Chief of Engineers on Civil Works Activities.
2. Applicability. This regulation applies to all elements of the Missouri River Division and subordinate districts.
3. Reference. ER 25-2-1, Annual Report of the Chief of Engineers on Civil Works Activities.
4. Objective. To improve the quality and timeliness of fiscal year annual report submissions.
5. Responsibilities.
 - a. Missouri River Division.

(1) The Civil Works Division, CEMRD-PM-C, of the Programs Management Directorate has primary responsibility for the coordinated review of technical data and its subsequent release for submission to HQUSACE.

(2) The Directorate of Resource Management is responsible for the review of accounting data set forth in the financial statements of the drafts.

b. District Offices.

(1) The Programs element of Programs and Project Management Division has the overall responsibility for coordinating the preparation and submission of the report in accordance with the instructions contained in ER 25-2-1, current fiscal year engineer circular and division directives.

(2) Input to the annual report will be provided by the appropriate district elements.

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6. Procedures.

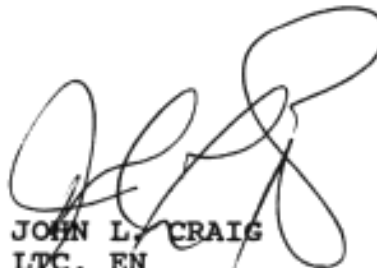
a. The Programs element of District Programs and Project Management Division will update the prior year annual report, adding to the summaries and tabular material in compliance with the ER and supplemental instructions, and submit to CEMRD-PM-C. Technical data will be obtained from appropriate study manage, project managers, and subprogram managers and from fiscal cat, year end financial reports.

b. Division review will be coordinated by the Programs Management Directorate and will include verification of finance statements. Corrections or additions will be forwarded to district offices, along with approval for release of report to HQUSACE.

c. The edited annual report will be processed for reproduction by District Programs Management element according current instructions and forwarded directly to HQUSACE. Copy transmittal letter and extract of district submission will be provided CEMRD-PM-C.

7. Requirements Control Symbol. All data submitted in accordance with this directive are covered by requirements control symbol CONG-1006.

FOR THE COMMANDER:



JOHN L. CRAIG
LTC, EN
Deputy Commander

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